

# Kingsport City Schools

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Fundraising Activities</b>	Descriptor Code: <b>2.601</b>	Issued Date: <b>11/07/17</b>
		Rescinds: <b>2.601</b>	Issued: <b>01/03/17</b>

1 *General*

2 The following general guidelines shall be followed:

- 3 1. Fundraising activities shall be authorized by the board and shall be for the purpose of  
4 supplementing funds for established school programs and not for supplementing funds which are  
5 the responsibility of the public. The Board encourages service projects and activities that promote  
6 a healthy lifestyle through exercise, fitness, and nutritional food choice.
- 7 2. Fundraising companies and other salespersons shall obtain permission in writing from the  
8 director of schools' office in order to visit the schools.
- 9 3. Any commission payable by companies shall be paid in the form of reduced prices to the students  
10 or paid into the activity fund of the school for use by the school. No school employee shall  
11 personally benefit from any fundraising activity.
- 12 4. The principal must obtain written approval from the director of schools or designee for all  
13 fundraising activities, including online fundraising activities, that involve the participation of the  
14 general student population in the marketing process of the fundraising effort. All other  
15 fundraising activities, including online fundraising activities, must have written approval from  
16 the principal and comply with all administrative procedures issued by the Superintendent of  
17 Schools. The authorization request shall contain the following information:<sup>1</sup>
- 18 a. A list of the proposed fundraising activities;
- 19 b. Purpose of the fundraising activity;
- 20 c. Proposed uses of funds raised;
- 21 d. Expected student involvement in fundraising activity (school-wide or individual class or  
22 club); and
- 23 e. Margin of profit and how it is to be paid to the school.
- 24 5. The Superintendent of Schools or designee shall determine whether or not the activity will benefit  
25 the school, contribute to the welfare of the student body, and supplement, not replace, funds  
26 necessary to fulfill the board's required contributions.
- 27 6. Students shall not be excused from a regular class to participate in a fundraising activity. No  
28 grade in a subject or course shall be affected by a student's participation in a fundraising activity.

1 7. No quotas shall be imposed on students involved, and their efforts shall be voluntary. Students  
2 who do not participate in fundraising activities shall not be punished or discriminated against in  
3 any way.

4 8. The use of unsupervised door-to-door solicitation is discouraged. The Board recognizes the role  
5 of parents in protecting the safety of their children by monitoring and supervising fundraising  
6 activities during non-school time.

7 This policy shall not be construed as preventing a teacher from using instructional or informational  
8 materials even though the materials might include reference to a brand, a product, or a service.

## 9 **LOTTERIES**

10 No fundraising activity shall be conducted which distributes prizes or makes awards to winners from  
11 among purchasers of chances by means of tickets through a random selection process.<sup>2</sup>

## 12 **ONLINE FUNDRAISING**

13 Individual schools may establish school-wide online fundraising accounts. The accounts must meet all  
14 fundraising requirements established by the board and the *Internal School Uniform Accounting Policy*  
15 *Manual*. The principal/designee of each school shall have access to the established fundraising account  
16 to ensure all funds are properly accounted for, and the information is recorded in the school's  
17 accounting records by the designated personnel. Online fundraising shall not be used on behalf and for  
18 the benefit of an outside party.

19 Employees shall not engage in online fundraising in their official capacity as district employees nor  
20 make any reference to non-school sponsored fundraisers, online or otherwise, that would lead another  
21 to believe such activity is an approved school fundraiser.

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### Legal References

1. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-32
2. Tenn. Op. Att'y Gen. No. 03-049 (Apr. 22, 2003)

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### Cross References

Student Activity Funds Management 2.900  
Staff Gifts and Solicitations 5.605